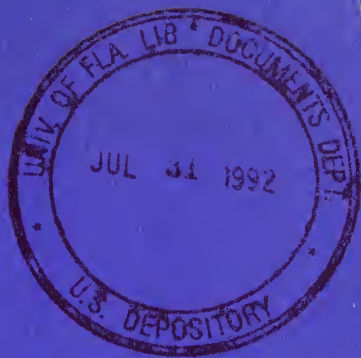


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United States Department of State



A Guide To Doing Business With the Department of State

May 1992



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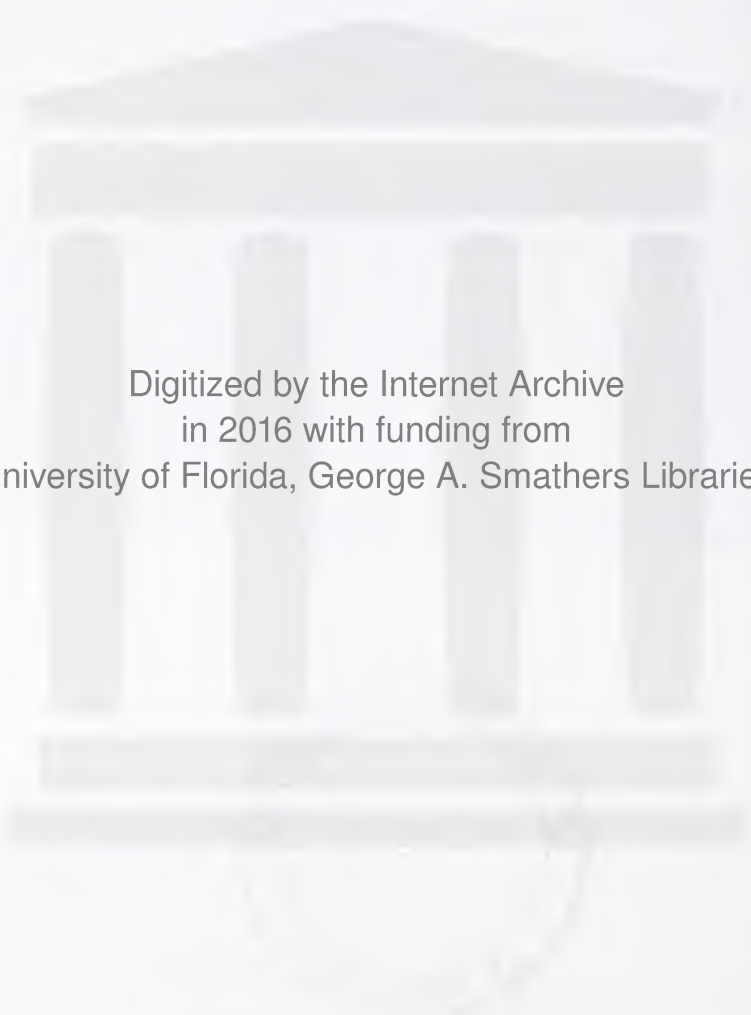
INTRODUCTION

A Guide to Doing Business With the Department of State is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form that is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State (and other government) publications (and subscriptions) that may be of interest to the reader.





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Section A

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**

Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Office of Acquisitions is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.
- (e) Facilities maintenance services.

All of the procurement activities described above are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State
Office of Acquisition (OPR/ACQ)
P. O. Box 9115, Rosslyn Station
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.

(b) Book and publication procurement is most often directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

6. *State Department Foreign Service Posts*

The State Department's embassies and consulates abroad have direct purchasing authority for products and services up to \$25,000 without seeking a delegation of procurement authority from Washington, D.C.'s Office of the Procurement Executive. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts listed beginning on page A-15 or to the purchasing agents listed in the first footnote on page A-13.

Regional Procurement and Support Office U.S. Embassy/Bonn

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in the Near East, Africa, the Mediterranean region, Eastern Europe, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1991, RPSO/Bonn purchased over \$52 million in goods and services, much of which was from U.S. vendors. The majority of such purchases are under \$25,000 ("small purchases") and fall into three main categories. Those categories are: (1) medical supplies and equipment, (2) "special acquisitions," including computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, and (3) "general acquisitions," including educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services that do not fall into categories (1) and (2).

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to the Director, RPSO/Bonn, c/o American Embassy/Bonn, Department of State, Washington, D.C. 20521-7400. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practical.

Top Spending Posts for FY-1991
(extracted from *Competition Advocates' Report*)

Bonn	(\$50+ million)
Tokyo	(\$20+ million)
Paris	(\$17+ million)
Bangkok	(\$14+ million)
Tegucigalpa	(\$9+ million)
Cairo	(\$7+ million)
Seoul	(\$6+ million)
New Delhi	(\$6+ million)
Abidjan	(\$5+ million)
Rome	(\$5+ million)
Brasilia	(\$5+ million)

Posts That Issued Largest Number of Contract Actions
(Exceeding \$25,000 During FY-1991)

1. Tegucigalpa - 285
2. Paris - 187
3. Tokyo - 130
4. Manila - 101
5. Bonn - 88
6. New Delhi - 68
7. Cairo - 47
8. Bangkok - 44
9. Rome - 36
10. Seoul - 34

With respect to small purchases, 117 posts issued at least 100 each and 23 posts of the 117 issued over 1,000 each. Only 118 posts issued any actions over \$25,000, and only 141 issued any small purchase actions, and only 54% of our 260 overseas posts issued any contracts or purchase orders.

The above 10 posts handled 30% of all contracts issued overseas and spent 50% of the overseas obligations.

More detailed information on post-specific statistical data is available in the Department of State's *Annual Competition in Contracting Report*. To receive a copy, contact the Competition Advocate on (703) 516-1686.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 55 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Richard Natale at the following address:

Department of State
A/FBO
SA-6, Room 411
Washington, D.C. 20522-0604
Telephone: (703) 875-6283

Any firm that has a new or innovative product (R&D), which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State
DS/ST/CMP
SA-10, 7th Floor
Washington, D.C. 20522-1003
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE/CSM
SA-6, Room 711
Washington, D.C. 20522-0602
Attn: David Roberts
Telephone: (703) 516-1637

Department of State
DS/ST/CS
SA-6, 8th Floor
Washington, D.C. 20522-0602
Attn: Joe Morton
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 92/93, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Bogota, Colombia; Lima, Peru; Bangkok, Thailand; Budapest, Hungary; Abu Dhabi, United Arab Emirates; Algiers, Algeria; Doha, Qatar; Abidjan, Cote D'Ivoire; Kampala, Uganda; and Bissau, Guinea-Bissau.

**U.S. Department of State
Washington, D.C. 20520**

User-Office Contacts

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Mr. John F. Black
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 516-1686

Architectural, Engineering, and Design Services (Construction)

Office of Foreign Buildings
Room 1300, SA-6
Mr. LeRoy Wallin (Acquisitions) (703) 875-6286
Mr. Richard Natale (Acquisitions) 875-6283
Mr. Charles G. Krips (Acquisitions) 875-6282
Ms. Juanita Waters (Acquisitions) 875-6297
Mr. C. Rex Hellmann (A) 875-6184
Mr. Peter Gurvin (D) 875-6115
Mr. Charles Mallett (Minority Business
Coordinator) 875-6586

Audio-Visual Services and Products

- a. Publishing Services Division
Room 1754, N.S.
Ms. Rose Grover (202) 647-4170
- b. General Services Division
Room B-258, N.S.
Mr. Richard Jimney 647-1634
- c. Foreign Service Institute (FSI/AV)
Room C1, SA-3
Mr. Tom Bash (703) 875-5293
- d. Bureau of Diplomatic Security (DS/PLD/TC)
Room 320A, SA-11
Mr. Jeff Bozworth (703) 204-6188

Building Interior Furnishings (Foreign)

Office of Foreign Buildings

Room 1300, SA-6

Ms. Vivien Woolfer

(703) 875-6263

Building Maintenance and General Services

(Domestic)

(Includes labor services, local transportation services, etc.)

General Services Division

Room 1493, N.S.

Mr. John Silva (transportation)

(202) 647-3628

Ms. Shirley Beard (labor services)

647-3611

Office of Operations

a. Facilities Management and Support Services

Room 1480, N.S.

Mr. Tim Arthurs

647-6001

b. Safety Division

Room 3800, N.S.

Mr. Stephen Urman

647-4302

Building Maintenance and General Services

(Foreign)

Office of Foreign Buildings

Room 938, SA-6

Mr. James Schoonover

(703) 875-7025

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke

875-5796

Room 1139, SA-6

Mr. Richard Natale

875-6283

Room 411, SA-6

Cartographic Services

Office of the Geographer

Room 8742, N.S.

Mr. William Wood

(202) 647-2021

Catering Services

Office of Protocol

Room 1238, N.S.

Mr. Clyde G. Nora

647-1700

Communication Equipment Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations

(IM/SO/TO/MT)

Room 214, SA-21

Mr. Lee Rainer

(703) 912-8350

Computer Supplies and Accessories

Office of Information Management

(IM/SO/DO/FADPC)

Room 12B63, N.S.

Mr. D. Barry Leonard

(202) 647-7245

Construction Services (Foreign)

Office of Foreign Buildings

Room 411, SA-6

Mr. Richard Natale (Acquisitions)

(703) 875-6283

Mr. Joseph Toussaint (Const.

Management) Room 460, SA-6

875-6300

Mr. Charles Mallett (Minority Coordinator)

Room 1300, SA-6

875-6586

Data Processing/Data Entry/Software Services

a. Office of Information Management

Mr. Edward Courlang (SA-29, Room 200)

875-7811

Mr. D. Barry Leonard (Room 12B63, N.S.)

(202) 647-7245

Mr. Yang Kim (SA-29, Room 200)

(703) 875-7771

Mr. Robert Obenstine (Room 12B63 N.S.)

(202) 647-7528

b. Bureau of Consular Affairs

Room W711, SA-1

Mr. Rex Kimbro

(202) 663-1121

c. Office of Passport Services

Room 584, SA-17

Mr. James Schwartz

(202) 326-6124

e. Foreign Service Institute

Room 1017, SA-3

Mr. Eugene Prophet

(703) 875-5417

f. Bureau of Diplomatic Security

SA-10, 6th floor (DS/AO/SYS)

Ms. Joan Lewis

(202) 663-0416

Educational Materials/Supplies

- a. Office of Overseas Schools
Room 245, SA-29
Mr. Ernest N. Mannino (703) 875-7800
- b. Foreign Service Institute
B-Level, SA-3
Ms. Jayetta Neal 875-5393

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio counter-measures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

- Bureau of Diplomatic Security
SA-10, 8th floor
- Mr. Rudy Hall (202) 663-0049
- Mr. Nicholas Mariano (703) 875-6570
SA-6, Room 804
- Mr. Tom Warren (202) 663-0714
SA-10, 7th Floor (DS/CMP/SDE)
- Mr. Jim Walsh (703) 644-3313
SA-7 (DS/PEL/DE)

Engineering Services (Construction)

- Office of Foreign Buildings
- Mr. Richard Natale (703) 875-6283
Room 412, SA-6
- Mr. Charles Krips 875-6282
Room 412, SA-6
- Ms. Patricia Regalo-Warren 875-6276
Room 412, SA-6

Engineering Services (Non-Construction)

- a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA-10, 7th Floor
- Mr. Tom Warren (202) 663-0714
- b. Office of Information Management/Special Operations
Room 214, SA-21
- Mr. Lee Rainer (703) 912-8350

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

- Office of Foreign Buildings
Room 412, SA-6
- Ms. Vivien Woofter (703) 875-6263

International Political and Economic Affairs and Social Science Research

Bureau of International Narcotics Matters

Room 7334, N.S.

Mr. Tim Henderson

(202) 647-1918

Labor Services

General Services Division

Room 1493, N.S.

Ms. Shirley Beard

647-3611

Language/Translation Services

Office of Language Services

Room 2214, N.S.

Mr. Harry Obst

647-1528

Library/Subscription Services

Office of Information Services/Library

Room 3239, N.S.

Ms. Alpha Rose**

647-1875

Machine and Equipment Maintenance/Repair

Office of Operations

Room 1480, N.S.

Mr. Tim Arthurs

647-6001

Medical Services/Supplies

Medical Services

Room 2906, N.S.

Mr. Elmer R. Higgs

647-3616

Mental Health Care/Services

Office of Medical Services

Employee Services Division

Room 3243, N.S.

Ms. Anne Weiss

647-4929

Microfilming/Micrographics

Office of Information Services/Records Management Staff

(IM/IS/RA/RM)

Room B238A, N.S.

Mr. John Cruce

(202) 647-7123

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Dorothy Ledger, (703) 875-6023.

**Manages Department's Commercial Library Program.

Networking/Telecommunications

Diplomatic Telecommunications Program Office

(DTS/PO/Admin/ACQ)

SA-34

Victor White

(703) 912-8108

Overseas Employee Associations

Manufacturers and distributors interested in selling wholesale grocery products, exchange items and recreational supplies to U.S. Employee Associations overseas should contact:

Mr. Ravi Sikand, Director

(703) 875-6088

Office of Commissary and Recreation Affairs

(A/OPR/ST/CR)

Room 600, SA-6

Washington, D.C. 20522-0602

FAX (703) 875-6105

(See page A-15 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts annotated with an asterisk (*) have U.S. Employee Associations).

Publishing, Printing, Reproduction

Equipment/Supplies, and Editorial Services

a. Office of Information Services

Room 1758, N.S.

Mr. Howard Gadsick

(202) 647-2517

Mr. Gregory Liverpool

647-8662

Safety and Rescue Equipment

a. Bureau of Diplomatic Security (DS/CMP/SDE)

SA-10, 7th Floor

Mr. Tom Warren

(202) 633-0714

b. Office of Foreign Buildings

Room 912, SA-6

Mr. Gilbert Lindley

(703) 875-6983

Small Purchases*

Office of Acquisition

Room 528, SA-6

Ms. Dorothy Ledger (foreign service unit)

875-6023

Ms. Millie Pugliese (small purchases branch)

516-1711

Training**

- a. Office of Foreign Service Career
Development and Assignments
Room 2807, N.S.
Mr. Jacques Klein (202) 647-3308
- b. Office of Civil Service Career
Development and Assignments
Room 2429, N.S.
Ms. Theresa A. Manly 647-7252
- c. Office of Equal Employment Opportunity
and Civil Rights
Room 4216, N.S.
Ms. Azucena Vasquez 647-9040
- d. Foreign Service Institute
Room 901, SA-3
Mr. Gary D. Crawford (Language) (703) 875-5241
Ms. Sultana Varvarousis (Clerical/Administrative) 875-7278
Mr. Richard Jackson (Area Studies) 875-5160
SA-3, Room 402
Ms. Colleen Lewis (Contracting Officer)
SA-3, B Level 875-5392

*The Office of Acquisition's Foreign Service Contracts and Procurement Branch (FSCP) serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market embassies in specific geographic regions may do so directly, using the list beginning on page A-15, or may contact the following small purchase agents:

- (Vacant) (703) 875-6013
Near East and Asia, Latin
America and Caribbean
- Mr. Guy Gibson (703) 875-6025
Europe
- Ms. Patsy Patten (703) 875-6018
Africa
- (Vacant) (703) 875-6748
East Asia and Pacific

**Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Leutrell Osborne, Director, OSDDBU, at OPM on (202) 606-2180 for information.

- e. Office of Information Management (IM/TE/OT)
P.O. Box 3050
Warrenton, VA 22186
Mr. Leonard A. Fenner (703) 557-1834
- f. Bureau of Diplomatic Security
Room 320A, SA-11
Mr. Jeff Bozworth (703) 204-6188

Transportation/Packing/Shipping/Storage (Household Effects)

- a. Office of Transportation
Room 224, SA-12
Mr. Christopher G. Mayers (703) 661-6426

Word/Data Processing Supplies and Accessories

Office of Information Management
Room 12B63, N.S.
Mr. D. Barry Leonard (202) 647-7245

* * * * *

For further information contact:

Mrs. Durie White
Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6824

Mr. Gregory Mayberry
Associate Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6823

or

Ms. Linda Taylor
Administrative Assistant, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6822

State Department Foreign Service Posts
(Those posts annotated with an asterisk (*) operate Overseas Employee Associations)

Location of Office	ZIP Code	Type of Office
Abidjan, Cote d'Ivoire*	20521-2010	Embassy
Abu Dhabi, United Arab Emirates	6010	Embassy
Accra, Ghana*	2020	Embassy
Adana, Turkey	5020	Consulate
Addis Ababa, Ethiopia*	2030	Embassy
Alexandria, Egypt	6090	Consulate General
Algiers, Algeria*	6030	Embassy
Alma-Ata, Kazakhstan	7030	Embassy
Amman, Jordan*	6050	Embassy
Amsterdam, Netherlands	5780	Consulate General
Ankara, Turkey*	7000	Embassy
Antananarivo, Madagascar*	2040	Embassy
Antwerp, Belgium	5240	Consulate General
Apia, Western Samoa	4400	Embassy
Asuncion, Paraguay*	3020	Embassy
Athens, Greece*	7100	Embassy
Auckland, New Zealand	4370	Consulate General
Baghdad, Iraq*	6060	Embassy
Baku, Azerbaijan	7050	Embassy
Bamako, Mali*	2050	Embassy
Bandar Seri Begawan, Brunei	4020	Embassy
Bangkok, Thailand*	7200	Embassy
Bangui, Central Arab Republic	2060	Embassy
Banjul, The Gambia*	2070	Embassy
Barcelona, Spain	5400	Consulate General
Barranquilla, Colombia	3040	Consulate
Beijing, China*	7300	Embassy
Beirut, Lebanon	6070	Embassy
Belfast, Northern Ireland, U.K.	5360	Consulate General
Belgrade, Yugoslavia*	5070	Embassy
Belize City, Belize	3050	Embassy
Berlin, Federal Rep. of Germany	5090	Branch Office
Bern, Switzerland	5110	Embassy
Bilbao, Spain	5410	Consulate
Bishkek, Kyrgyzstan	7040	Embassy
Bissau, Guinea-Bissau	2080	Embassy
Bogota, Colombia*	3030	Embassy
Bombay, India	6240	Consulate General
***Bonn, Federal Rep. of Germany*	7400	Embassy

***Embassy/Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. John Stever.

Bordeaux, France	5580	Consulate General
Brasilia, Brazil*	7500	Embassy
Bratislava, Czechoslovakia	5840	Consulate
Brazzaville, Congo*	2090	Embassy
Bridgetown, Barbados*	3120	Embassy
Brisbane, Australia	4130	Consulate
Brussels, Belgium*	7600	Embassy
Brussels, Belgium	5230	USNATO
Bucharest, Romania*	5260	Embassy
Budapest, Hungary*	5270	Embassy
Buenos Aires, Argentina*	3130	Embassy
Bujumbura, Burundi*	2100	Embassy
Cairo, Egypt*	7700	Embassy
Calcutta, India	6250	Consulate General
Calgary, Canada	5490	Consulate General
Canberra, Australia*	7800	Embassy
Cape Town, South Africa	2480	Consulate General
Caracas, Venezuela*	3140	Embassy
Casablanca, Morocco	6280	Consulate General
Cebu, Philippines	4230	Consulate
Chengdu, China	4080	Consulate General
Chiang Mai, Thailand	4040	Consulate General
Chisinau, Moldova	7080	Embassy
Ciudad Juarez, Mexico	3270	Consulate General
Colombo, Sri Lanka*	6100	Embassy
Conakry, Guinea*	2110	Embassy
Copenhagen, Denmark*	5280	Embassy
Cotonou, Benin*	2120	Embassy
Curacao, Netherlands Antilles	3160	Consulate General
Dakar, Senegal*	2130	Embassy
Damascus, Syria*	6110	Embassy
Dar Es Salaam, Tanzania*	2140	Embassy
Dhahran, Saudi Arabia*	6310	Consulate General
Dhaka, Bangladesh*	6120	Embassy
Djibouti, Djibouti*	2150	Embassy
Doha, Qatar	6130	Embassy
Douala, Cameroon	2530	Consulate
Dubai, United Arab Emirates	6020	Consulate General
Dublin, Ireland*	5290	Embassy
Durban, South Africa	2490	Consulate General
Dushanbe, Tajikistan	7090	Embassy
Edinburgh, Scotland, U.K.	5370	Consulate General
Florence, Italy	5670	Consulate General
Frankfurt Am Main, Federal Rep. of Germany*	7900	Consulate General
Freetown, Sierra Leone*	2160	Embassy
Fukuoka, Japan	4310	Consulate
Gaborone, Botswana*	2170	Embassy
Geneva, Switzerland*	5120	Branch and Mission Offices
Genoa, Italy	5680	Consulate General

Georgetown, Guyana*	3170	Embassy
Guadalajara, Mexico*	3280	Consulate General
Guangzhou, China*	4090	Consulate General
Guatemala City, Guatemala*	3190	Embassy
Guayaquil, Ecuador	3430	Consulate General
Hague, The, Netherlands	5770	Embassy
Halifax, Canada	5500	Consulate General
Hamburg, Federal Rep. Germany*	5180	Consulate General
Hamilton, Bermuda	5300	Consulate General
Harare, Zimbabwe	2180	Embassy
Havana, Cuba	3200	USINT
Helsinki, Finland*	5310	Embassy
Hermosillo, Mexico	3290	Consulate
Hong Kong, Hong Kong*	8000	Consulate General
Honiara, Solomon Islands	4390	Embassy
Islamabad, Pakistan*	8100	Embassy
Istanbul, Turkey*	5030	Consulate General
Izmir, Turkey	5040	Consulate General
Jakarta, Indonesia*	8200	Consulate General
Jeddah, Saudi Arabia*	6320	Consulate General
Jerusalem, Jerusalem	6350	Consulate General
Johannesburg, South Africa	2500	Consulate General
Kaduna, Nigeria	2260	Consulate General
Kampala, Uganda*	2190	Embassy
Karachi, Pakistan*	6150	Consulate General
Kathmandu, Nepal*	6190	Embassy
Kavala, Greece* (relay)		
Khartoum, Sudan*	2200	Embassy
Kiev, Ukraine	5850	Embassy
Kigali, Rwanda*	2210	Consulate General
Kingston, Jamaica*	3210	Embassy
Kinshasa, Zaire*	2220	Embassy
Kolonia, Micronesia	4120	Embassy
Koror, Palau	4260	USLO
Krakow, Poland	5140	Consulate General
Kuala Lumpur, Malaysia*	4210	Embassy
Kuwait, Kuwait*	6200	Embassy
La Paz, Bolivia*	3220	Embassy
Lagos, Nigeria*	8300	Embassy
Lahore, Pakistan*	6160	Consulate General
Leipzig, Federal Rep. of Germany	5860	Consulate General
Liberia (relay)		
Libreville, Gabon	2270	Embassy
Lilongwe, Malawi*	2280	Embassy
Lima, Peru*	3230	Embassy
Lisbon, Portugal*	5320	Embassy
Lome, Togo*	2300	Embassy
London, England, U.K.*	8400	Embassy
Luanda, Angola	2550	USLO
Lubumbashi, Zaire	2230	Consulate General

Lusaka, Zambia*	2310	Embassy
Luxembourg, Luxembourg	5380	Embassy
Lyon, France	5590	Consulate General
Madras, India*	6260	Consulate General
Madrid, Spain*	8500	Embassy
Majuro, Marshall Islands	4380	Embassy
Malabo, Equatorial Guinea	2320	Embassy
Managua, Nicaragua*	3240	Embassy
Manama, Bahrain	6210	Embassy
Manila, Philippines	8600	Embassy
Maputo, Mozambique	2330	Embassy
Maracaibo, Venezuela	3150	Consulate
Marseille, France	5600	Consulate General
Martinique, French Caribbean Dept.	3250	Consulate General
Maseru, Lesotho	2340	Embassy
Matamoros, Mexico	3300	Consulate
Mazatlan, Mexico	3310	Consulate
Mbabane, Swaziland	2350	Embassy
Medan, Indonesia	4190	Consulate General
Melbourne, Australia	4140	Consulate General
Merida, Mexico	3320	Consulate
Mexico City, D.F., Mexico*	8700	Embassy
Milan, Italy	5690	Consulate General
Minsk, Byelarus	7010	Embassy
Mogadishu, Somalia*	2360	Embassy
Mombasa, Kenya	2400	Consulate
Monrovia, Liberia*	8800	Embassy
Monterrey, Mexico	3330	Consulate General
Montevideo, Uruguay*	3360	Embassy
Montreal, Canada*	5510	Consulate General, ICAO
Moroni, Comoros	2380	Embassy
Moscow, Russia*	5430	Embassy
Munich, Federal Rep. of Germany	5190	Consulate General
Muscat, Oman*	6220	Embassy
N'Djamena, Chad*	2410	Embassy
Naha, Japan	4320	Consulate General
Nairobi, Kenya*	8900	Embassy, UNEP
Naples, Italy	5700	Consulate General
Nassau, Bahamas*	3370	Embassy
New Delhi, India*	9000	Embassy
New York, N.Y.		USUN
Niamey, Niger*	2420	Embassy
Nicosia, Cyprus*	5450	Embassy
Nouakchott, Mauritania*	2430	Embassy
Nuevo Laredo, Mexico	3340	Consulate
Oran, Algeria	6040	Consulate
Osaka-Kobe, Japan	4330	Consulate General
Oslo, Norway*	5460	Embassy
Ottawa, Canada*	5480	Embassy
Ouagadougou, Burkina Faso*	2440	Embassy

Palermo, Italy	5710	Consulate General
Panama City, Panama*	9100	Embassy
Paramaribo, Suriname*	3390	Embassy
Paris, France*	9200	Embassy, UNESCO, USOEDC
Perth, Australia	4160	Consulate General
Peshawar, Pakistan*	6170	Consulate
Philippines (relay)		
Phnom Penh, Cambodia	4540	Embassy
Ponta Delgada, Azores, Portugal	5340	Consulate
Port-au-Prince, Haiti*	3400	Embassy
Port Louis, Mauritius	2450	Embassy
Port Moresby, Papua New Guinea	4240	Embassy
Porto Alegre, Brazil	3070	Consulate
Port-of-Spain, Trinidad and Tobago*	3410	Embassy
Poznan, Poland	5050	Consulate
Prague, Czechoslovakia*	5630	Embassy
Praia, Cape Verde	2460	Embassy
Pretoria, South Africa*	9300	Embassy
Pusan, Korea	4270	Consulate
Quebec, Canada	5520	Consulate General
Quito, Ecuador*	3420	Embassy
Rabat, Morocco*	9400	Embassy
Rangoon, Burma*	4250	Embassy
Recife, Brazil	3080	Consulate
Reykjavik, Iceland	5640	Embassy
Rhodes, Greece (relay)		
Riga, Latvia	4520	Embassy
Rio de Janeiro, Brazil*	3090	Consulate General
Riyadh, Saudi Arabia*	6300	Embassy
Rome, Italy*	9500	Embassy, FODAG
St. George's, Grenada	3180	Embassy
St. Johns, Antigua and Barbuda	3010	Embassy
St. Petersburg, Russia	5440	Consulate General
Salzburg, Austria	5830	Consulate General
San Jose, Costa Rica*	3440	Embassy
San Salvador, El Salvador*	3450	Embassy
Sanaa, Yemen Arab Republic*	6330	Embassy
Santiago, Chile*	3460	Embassy
Santo Domingo, Dominican Republic*	3470	Embassy
Sao Paulo, Brazil*	3110	Consulate General
Sapporo, Japan	4340	Consulate General
Seoul, Korea*	9600	Embassy
Shanghai, China*	4100	Consulate General
Shenyang, China*	4110	Consulate General
Singapore, Singapore*	4280	Embassy
Sofia, Bulgaria*	5740	Embassy
Songkhla, Thailand	4050	Consulate
Stockholm, Sweden*	5750	Embassy
Strasbourg, France	5620	Consulate General

Stuttgart, Federal Rep. of Germany	5200	Consulate General
Surabaya, Indonesia	4200	Consulate General
Suva, Fiji*	4290	Embassy
Sydney, Australia	4150	Consulate General
Tallinn, Estonia	4530	Embassy
Tashkent, Uzbekistan	7110	Embassy
Tbilisi, Georgia	7060	Embassy
Tegucigalpa, Honduras*	3480	Embassy
Tel Aviv, Israel*	9700	Embassy
Thessaloniki, Greece*	5060	Consulate General
Tijuana, Mexico	3350	Consulate General
Tirana, Albania	9510	Embassy
Tokyo, Japan*	9800	Embassy
Toronto, Canada*	5530	Consulate General
Tunis, Tunisia*	6360	Embassy
Udorn, Thailand	4060	Consulate
Ulaanbaatar, Mongolia	4410	Embassy
Valletta, Malta	5800	Embassy
Vancouver, Canada	5540	Consulate General
Vatican City, The Holy See	5660	Embassy
Victoria, Seychelles	2510	Embassy
Vienna, Austria*	9900	Embassy, UNVIE
Vientiane, Laos*	4350	Embassy
Vilnius, Lithuania	4510	Embassy
Warsaw, Poland	5010	Embassy
Washington, D.C.		USOAS
Wellington, New Zealand*	4360	Embassy
Windhoek, Namibia	2540	Embassy
Yaounde, Cameroon*	2520	Embassy
Yerevan, Armenia	7020	Embassy
Zagreb, Yugoslavia	5080	Consulate General
Zurich, Switzerland	5130	Consulate General

Abbreviations and Symbols

USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
USUN	United States Mission to the United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USOECD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States

Mailing Address Form

A four-digit add on ZIP Code list for overseas posts is published in the Key Officers of Foreign Service Posts booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office. These additional four-digits must be added to the five-digit ZIP Code for overseas mail.

General Services Officer

(or Administrative Officer for Commissary Officer)

American Embassy*/Name of Post City

Department of State

Washington, D.C. 20521-0000

*Or Consulate General or Consulate, as appropriate.

Section B

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Small, Disadvantaged, and Female Business (SD&F) Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

In recent months, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number, the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the PROFILE sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
A/SDBU, Room 633, SA-6
Department of State
Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, or Linda Taylor on (703) 875-6822. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White
Operations Director
Office of Small
and Disadvantaged
Business Utilization

Enclosure:

Vendor File Data Sheet

Vendor Survey Form

*Contractor Establishment Code Number (9 Digits) _____
Company Name _____
Parent Company CEC (if applicable) _____
Street Address _____
Telephone Number (9991234567) _____
City _____ State _____
Country _____
Company Contact _____

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

*For Female-Owned business, the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided. (Should this information not be available, please indicate below the type of goods or services provided by your firm.)

*For contractors who do not have a Contractor Establishment Code (C.E.C.), contact Dun and Bradstreet at (215) 882-7748. A C.E.C. will be provided free of charge.

PROFILE

(To be completed only by 8(a) Firms)

8(a) FIRM: _____

ADDRESS: _____ PRIMARY SIC _____
SECONDARY SICs _____

TELEPHONE: _____

PRINCIPAL'S NAME & TITLE: _____

DATE FIRM STARTED: _____

FIRM'S PROJECTION OF TOTAL SALES FOR 1992: \$ _____

BONDING CAPACITY: SINGLE JOB \$ _____
(If Applicable) AGGREGATE \$ _____

	ANNUAL SALES	LARGEST SINGLE CONTRACT
1989	\$ _____	\$ _____
1990	\$ _____	\$ _____
1991	\$ _____	\$ _____

AVERAGE NUMBER OF EMPLOYEES: _____

STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:

MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:

RESOURCES AVAILABLE:

PROFESSIONAL REFERENCES:

Doc. FORM 132

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Department of Agriculture
14th & Independence Ave., S.W.
Room 127W
Washington, D.C. 20250
Telephone: (202) 447-7117
FAX: (202) 447-3001
Attn: Mr. Jim House
Associate Director, OSDBU

Department of the Air Force
The Pentagon—Room E271
Washington, D.C. 20330-1000
Telephone: (202) 697-4126
FAX: (703) 693-7731
Attn: Mr. Anthony DeLuca
Director, OSDBU

Department of the Army
The Pentagon—Room 2A712
Washington, D.C. 20310-0106
Telephone: (703) 695-9800
FAX: (703) 693-3898
Attn: Mr. Daniel R. Gill
Director, OSDBU

Department of Commerce
14th Street & Constitution Ave., N.W.
Room 6411
Washington, D.C. 20230
Telephone: (202) 377-1472
FAX: (202) 377-4816
Attn: Mr. James Maruca
Director, OSDBU

Women in Business Representatives

Ms. Belinda Ward
(202) 447-7117

Mr. Patrick Heller
(703) 697-5373

Ms. Dora H. Thomas
(703) 697-2868

Ms. Rosemary Mullany
(202) 377-1472

Department of Defense
The Pentagon—Room 2A340
Washington, D.C. 20301-3061
Telephone: (703) 614-1151
FAX: (703) 693-7014
Attn: Mr. Horace Crouch
Director, OSDDBU

Mr. Tim Foreman
(703) 697-1481

Department of Education
400 Maryland Avenue, S.W.
Room 3120, ROB-3
Washington, D.C. 20202-0521
Telephone: (202) 708-9820
FAX: (202) 708-8956
Attn: Mr. Daniel Levin
Director, OSDDBU

Mr. Ben Miller
(202) 708-9820

Department of Energy (BU-1)
1000 Independence Ave., S.W.
Washington, D.C. 20585
Telephone: (202) 254-5583
FAX: (202) 254-5591
Attn: Mr. Leonel Miranda
Director, OSDDBU

Ms. Brenda DeGraffenreid
(202) 254-5602

Department of Health and Human
Services
200 Independence Ave., S.W.
Room 517D
Washington, D.C. 20201
Telephone: (202) 245-7300
FAX: (202) 245-6699
Attn: Mr. Richard Clinkscales
Director, OSDDBU

Ms. Angel Graves
(202) 245-2670

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 10232
Washington, D.C. 20410
Telephone: (202) 708-1428
FAX: (202) 619-827
Attn: Mr. James Tarro
Acting Director, OSDDBU

Mr. Clarence White
(202) 708-1428

Department of the Interior
18th & C Streets, N.W.
Room 2727
Washington, D.C. 20240
Telephone: (202) 208-3493
FAX: (202) 208-5048
Attn: Mr. Kenneth T. Kelly
Acting Director, OSDDBU

Ms. Doris Sanford
(202) 208-7437

Department of Justice
Patrick Henry Building
Room 7014
Washington, D.C. 20530
Telephone: (202) 501-6271
FAX: (202) 501-8125
Attn: Mr. Enos Roberts
Director, OSDDBU

Ms. Eleanor Geary
(202) 501-6271

Department of Labor
200 Constitution Ave., N.W.
Room S-1004
Washington, D.C. 20210
Telephone: (202) 523-9144
FAX: (202) 523-9167
Attn: Ms. June Robinson
Director, OSDDBU

Ms. Katherine Lee
(202) 523-9151

Department of the Navy
Building 5, Crystal Plaza
Room 120
Washington, D.C. 20360-5000
Telephone: (703) 602-2695
FAX: (703) 602-2477
Attn: Mr. Don Hathaway
Director, OSDDBU

Ms. Janet Koch
(703) 602-2695

Department of State
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6824
FAX: (703) 875-6825
Attn: Mrs. Durie White
Operations Director, OSDDBU

Mr. Gregory Mayberry
(703) 875-6823

Department of Transportation
400 - 7th Street, S.W., Room 9410
Washington, D.C. 20590
Telephone: (202) 366-1930
FAX: (202) 366-7538
Attn: Ms. Alicia L. Casanova
Director, OSDBU

Ms. Pat L. Hodge
(202) 366-1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 6100 Annex
Washington, D.C. 20220
Telephone: (202) 622-0530
FAX: (202) 622-2273
Attn: Ms. Debra E. Sonderman
Assistant Director, OSDBU

Vacant
(202) 566-5704

Department of Veterans Affairs
810 Vermont Ave., N.W.
Room 310
Washington, D.C. 20420
Telephone: (202) 376-6996
FAX: (202) 233-4952
Attn: Mr. Scott Denniston
Director, OSDBU (005SB)

Ms. Mary Ella Stormant
(202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 634-9150
FAX: (202) 634-9126 or 9127
Attn: Ms. Margaret McHale
Contract Specialist

Ms. Jean McCamley
(202) 634-9321

Agency for International Development
TT-2, Room 1400A
Washington, D.C. 20523-1414
Telephone: (703) 875-1551
FAX: (703) 875-1119
Attn: Mr. Ivan Ashley
Director, OSDBU

Ms. Betty Briscoe
(703) 875-1551

Defense Logistics Agency
Cameron Station, Room 4C112
Alexandria, VA 22304-6100
Telephone: (703) 274-6471
FAX: (703) 274-0565
Attn: Mr. Lloyd C. Alderman
Acting Director, OSDDBU

Mr. Anthony Kudders
(703) 274-6977

Environmental Protection Agency
401 M Street, S.W. Code A-149C
Washington, D.C. 20460
Telephone: (703) 557-7777
FAX: (703) 557-1462
Attn: Mr. Leon H. Hampton
Director, OSDDBU

Ms. Margie Wilson
(703) 557-7305

Executive Office of the President
Room 5001, NEOB
Washington, D.C. 20500
Telephone: (202) 395-3314
FAX: (202) 395-3982
Attn: Ms. Thelma Tolar
Director, OSDDBU

Export-Import Bank of the U.S.
811 Vermont Ave., N.W.
Room 1031
Washington, D.C. 20571
Telephone: (202) 566-8951
FAX: (202) 566-7524
Attn: Ms. Helen H. Wall
Director, OSDDBU

Federal Trade Commission
6th & Pennsylvania Avenue N.W.
Room 706
Washington, D.C. 20580
Telephone: (202) 326-2258
FAX: (202) 326-2050
Attn: Ms. Jean Sefchick
Director, OSDDBU

Ms. Barbara Lorette
(202) 326-2260

General Services Administration
18th and F Streets, N.W.
Room 6029
Washington, D.C. 20405
Telephone: (202) 501-1021
FAX: (202) 208-5938
Attn: Mr. John F. Wynn, Jr.
Director, OSDDBU

Ms. Janice Holley
(202) 501-1021

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3119

Washington, D.C. 20423
Telephone: (202) 275-7597
FAX: (202) 275-9237

Attn: Mr. Dan King
Acting Director, Office of
Public Assistance

Mr. Dan King
(202) 275-7597

National Aeronautics and Space Administration
Headquarters Code K
Room 116

Washington, D.C. 20546
Telephone: (202) 453-2088
FAX: (202) 755-4194

Attn: Mr. Eugene Rosen
Director, OSDDBU

Mr. Eugene Rosen
(202) 453-2088

National Science Foundation
1800 G Street, N.W.
Room 1250-I

Washington, D.C. 20550
Telephone: (202) 357-9666
FAX: (202) 357-7745

Attn: Mr. Donald Senich
Director, OSDDBU

Ms. Linda Boutchyard
(202) 357-7464

Nuclear Regulatory Commission
Room 7217, MNBB

Washington, D.C. 20555
Telephone: (202) 492-4665
FAX: (301) 492-8185

Attn: Mr. William B. Kerr
Director, OSDDBU

Mr. Harris Coleman
(202) 492-4665

Office of Personnel Management
1900 E Street, N.W.
Room 2351

Washington, D.C. 20415
Telephone: (202) 606-2180
FAX: (202) 606-2345

Attn: Mr. Leutrell Osborne
Director, OSDDBU

Mr. Thomas Whiteford
(202) 606-2240

Railroad Retirement Board
2000 L Street, N.W., Suite 558
Washington, D.C. 20036
Telephone: (202) 653-9540
FAX: (202) 653-9538
Attn: Mr. John C. Ficerai
Director, OSDDBU

U.S. Information Agency—M/O
330 C St., S.W.
Room 1611, HHS-S Building
Washington, D.C. 20547
Telephone: (202) 485-6393
FAX: (202) 485-6466
Attn: Ms. Georgia Hubert
Director, OSDDBU

U.S. Postal Service
475 L'Enfant Plaza West, S.W., Room 2P110
Washington, D.C. 20260-6201
Telephone: (202) 268-4633
FAX: (202) 268-4027
Attn: Mr. David Scherer
Director, OSDDBU

Mr. David Scherer
(202) 268-4633

Other Liaison Offices

Office of Federal Procurement Policy
725 17th Street, N.W.
Room 9025
Washington, D.C. 20503
Telephone: (202) 395-3300
FAX: (202) 395-5105
Attn: Mr. Robert Cooper
Deputy Associate Administrator
for Policy Development

Minority Business Development Agency
U.S. Department of Commerce
14th & Constitution Avenue, N.W.
Room 5053
Washington, D.C. 20230
Telephone: (202) 377-5061
FAX: (202) 377-5117
Attn: Mr. Joe A. Lira
Director

Minority Business Development Agency
U.S. Department of Commerce
14th & Constitution Avenue, N.W.
Room 5096
Washington, D.C. 20230
Telephone: (202) 377-3261
FAX: (202) 377-5117
Attn: Mr. Raoul Quiros
Chief, Public Sector

Procurement Technical Assistance Center Program
George Mason University
4260 Chain Bridge Road
Suite B-2
Fairfax, VA 22030
Telephone: (703) 764-6079
FAX: (703) 273-0745
Attn: Mr. Edward A. Redmond
Assistant Director

Small Business Administration
409 3rd Street, S.W.
8th Floor
Washington, D.C. 20416
Telephone: (202) 205-6460
FAX: (202) 205-7064
Attn: Ms. Cathy Thomas

Section C

- **Subcontracting Opportunities**

**Possible Prime Contractors Offering
Subcontracting Opportunities**

**Subcontracting
Opportunities Available**

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

American Communications Company
Division American Systems, Inc.
7535 Little River Turnpike
Annandale, VA 22003
Contact: Mr. Tim Ramp, Purchasing
Agent (703) 968-6300

Various subcontract
opportunities

The American Institute in Taiwan
7 Lane 134 Hisan Yi Road
Section 3
Taipei, Taiwan
Mr. Jack Ferguson,
Chief, Management Services Section

Various subcontracting
opportunities

American Management Systems, Inc.
1777 North Kent Street
Arlington, VA 22209
Mr. Jay Dunigan, Contract Administrator
(703) 841-5514

Various opportunities
related to data processing

The Asia Foundation
550 Kearney Street
San Francisco, CA 94119
(415) 982-4640

AT&T
Guilford Center
P.O. Box 20046
Greensboro, NC 27420-5000
Attn: Gail Feddish (919) 279-4979

Various subcontracting opportu-
nities related to telephone equip-
ment and services

Brunswick Corporation
Defense Division
2000 Brunswick Lane
DeLand, FL 32724
A. W. Brocious (904) 736-1700

MS hardware, wire,
electronic components, etc.

Burle Industries, Inc.
Attn: F.D. Kell, Product Division or
J.S. Hornick Tube Division
1000 New Holland Avenue
Lancaster, PA 17601-5688
(717) 295-6000

Computer Sciences Corporation
4061 Powder Mill Road
Calverton, MD 20705
Ms. Margaret Kohutanycz
(301) 572-3635

Dillingham Construction
International
5960 Inglewood Drive
P.O. Box 1089
Pleasanton, CA 94566
Mr. Robert Walker
(415) 483-3300

Dyncorp
6801 Calmont Avenue
Dallas, TX 76116
Mr. John Harlin (817) 732-4481 ext. 248

EBASCO Constructors
160 Chubb Avenue
Lyndhurst, NJ 07071
Mr. James F. Tappen (201) 460-6102

EBASCO Services, Inc
Two World Trade Center, 83d Floor
New York, NY 10048
Contact: Mr. La Cava
(201) 460-6119 (in New Jersey)

E. G. & G. Dynatrend Inc.
21 Cabot Road
Woburn, MA 01801
Mr. Carl D. Harmon, Contract Mgr.
(617) 935-3960

Electrospace Systems, Inc.
1301 East Collins Blvd.
P.O. Box 831359
Richardson, TX 75083-1359
Mr. Dennis Quire (714) 231-9303

Various subcontract
opportunities

Various subcontract opportuni-
ties related to program and
systems services

Various materials and services
such as freight forwarding
in support of construction
of a new embassy office
building in La Paz, Bolivia

Aircraft spare parts,
travel arrangements, equipment

Materials in support of
construction of annex to
embassy office building,
Cairo, Egypt

Various opportunities
related to construction of
a new embassy office
building, Santiago, Chile

Engineering

Electronic components,
cables, switches, power
supplies, etc.

Federal Cartidge Company
900 Ehlen Drive
Anoha, MN 55303
Mr. Rick Bennett, Purchasing Mgr.
(612) 421-7100

Various subcontracting opportunities (Std. commercial plan)

General Electric Company
Mobile Communications Division
4421 Forbes Boulevard
Lanham, MD 20706
Mr. Bob Gload or Mr. Joe Wilson
(301) 459-1617

Various subcontract opportunities

Halifax Engineering, Inc.
5250 Cherokee Avenue
Alexandria, VA 22312
(703) 750-2202

Various subcontract opportunities

Hays Systems, Inc.
2000 M St., N.W.
Washington, D.C. 20036
(202) 223-3703

IBM Corporation
National Federal Marketing
6705 Rockledge Drive
Bethesda, MD 20817
(301) 564-2894

Various subcontract opportunities

IFR Systems, Inc.
10200 West York St.
Wichita, KS 67215-8935
Mr. David C. Orpin (316) 522-4981

Electronic components, radio frequency crystals, crystals filter, transformers, labels, printed circuit boards, switches, fuses, microwave components

ITT Defense Communications
492 River Road
Nutley, NJ 07110
(201) 284-4475

J.A. Jones Construction Co.
6060 St. Albans Street
Charlotte, NC 28287
Mr. Robert Goodpasture (704) 553-3000

Various subcontract opportunities related to construction of a new U.S. Embassy, San Salvador, El Salvador

Mitre Corporation
7525 Colshire Drive
McLean, VA 22102
Mr. Walter R. Pawlowski, V-P
(703) 883-5501
Contract 1045-155023
Ogden Allied Eastern Maintenance
Two Pennsylvania Plaza
New York, NY 10121

Perini International Corporation
International Division
73 Mt. Wayte Ave.
Framingham, MA 01701
Mr. Joseph Haley (508) 875-6171

Pinkerton Computer Consultants, Inc.
1900 N. Beauregard St., Ste. 200
Alexandria, VA 22311
Mr. James Craig (703) 820-5571

Planning Research Corporation
Room 6W3
1500 Planning Research Drive
McLean, VA 22102
Attention: Ms. Faye Beales (703) 556-1537

Price Waterhouse
1801 K Street, N.W.
Washington, D.C. 20006
Attention: Ms. Paula Nichols
(703) 875-5626

Statistica
30 West Gude Drive
Suite 300
Rockville, MD 20850
Mr. Robert Cole (301) 424-1911

Sverdrup Corporation
Embassy Task Group
North 19th Street
Arlington, VA 22209-2454
Mr. Kent Steele (703) 351-4309

ADP hardware/software;
operating supplies and
services (indirect)

Various subcontract
opportunities related
to building maintenance

Various subcontract
opportunities related to
construction of the new U.S.
Embassy, Caracas, Venezuela

Various subcontract
opportunities

Standard Supplies; ADP

Administrative support, in-
cluding graphic services,
audio-visual services,
printing/reproduction
services, ADP support,
training methods support

Various subcontracting
opportunities

Prime and subcontracting
opportunities related to
overseas building design and
construction

Terminal Data Corp.
5898 Condor Drive
Moorpark, CA 93021-2601
Attn: Mark Schneider
(805) 529-1500

TRW
Systems Division
One Federal Systems Park Drive
Fairfax, VA 22033
Mr. Alan Schmidt (703) 968-2001

Tumi International, Inc.
9308 N.W. 13th Street
Miami, FL 33172
(305) 591-2419

Wang Laboratories
7500 Old Georgetown Rd., 1250 N
Bethesda, MD 20814
Ms. Haze Hanna (301) 657-5530

Hardware maintenance support
encompassing ADP production
resources

Various subcontract
opportunities

Various subcontract
opportunities related to
consolidated receiving
point

Electrical parts

Section D

Some Contacts for Trade and Investment-Related Issues

Some Contacts for Trade and Investment-Related Issues

Department of State

Commercial Affairs	—Mr. Alfred White	(202) 647-1942
Investment Affairs	—Mr. Stephen R. Gibson	647-4416
Development Finance	—Mr. Jack Boyle	647-9426
East-West Trade	—Mr. Victor Comras	647-5673
Trade Policy	—Ms. Kaarn Weaver	647-3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

Department of Commerce

Deputy Assistant Secretary

for Services —Ms. Linda Powers (202) 377-5261

Country Marketing:

Western Europe —Mr. Peter Hale 377-5341

Eastern Europe and Soviet Affairs —Ms. Suzanne Lotarski 377-1104

Africa —Mr. Gerald Seldman 377-4927

Near East —Mr. Carl Reiner 377-4441

South Asia —Mr. Richard Harding 377-2954

Mexico and Caribbean Basin —Ms. Regina Vargo 377-4464

South America —Mr. Walter Bastian 377-0841

People's Republic of China and Hong Kong —Ms. Christine Lucyk 377-5527

Japan —Ms. Marjorie Searing 377-4527

Office of Trade and Investment

Analysis —Mr. Martin Kohn 377-2456

Publications —Mr. Thomas Weatherspoon 377-5487

Foreign Commercial Service —Mr. Charles A. Ford 377-8300

Export Licensing Information* 377-4811

Agency for International Development

Business Relations —Mr. Ivan Ashley (703) 875-1551

Overseas Private Investment

Corporation —Vacant (202) 457-7069

Export-Import Bank —Ms. Jeni B. Norris (202) 566-8990

Small Business Administration

Office of International Trade—Ms. Aileen Kishaba (202) 205-6720

U.S. Trade Representative —Ms. Mollie Van Heuven(202) 395-6120

*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.

Commercial Posts of the Department of State (Posts With no FCS Presence)

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

Africa

Benin, Cotonou	Mali, Bamako
Botswana, Gaborone	Mauritania, Nouakchott
Burkina Faso, Ouagadougou	Mauritius, Port Louis
Burundi, Bujumbura	Mozambique, Maputo
Cameroon, Yaounde	Namibia, Windhoek
Cameroon, Douala	Niger, Niamey
Cape Verde, Praia	Rwanda, Kigali
Central African Republic, Bangui	Senegal, Dakar
Chad, N'Djamena	Seychelles, Victoria
Congo, Brazzaville	Sierra Leone, Freetown
Djibouti, Djibouti	Somalia, Mogadishu
Equatorial Guinea, Malabo	Sudan, Khartoum
Ethiopia, Addis Ababa	Swaziland, Mbabane
Gabon, Libreville	Tanzania, Dar es Salaam
Ghana, Accra	The Gambia, Banjul
Guinea, Conakry	Togo, Lome
Guinea-Bissau, Bissau	Uganda, Kampala
Lesotho, Maseru	Zaire, Kinshasa
Liberia, Monrovia	Zaire, Lubumbashi (CG)
Madagascar, Antananarivo	Zambia, Lusaka
Malawi, Lilongwe	Zimbabwe, Harare

Latin America

Bahamas, Nassau	Guyana, Georgetown
Barbados, Bridgetown	Grenada, St. George's
Belize, Belize City	Haiti, Port-au-Prince
Bolivia, La Paz	Netherlands Antilles, Curacao
El Salvador, San Salvador	Nicaragua, Managua
French Caribbean Dept., Martinique	Paraguay, Asuncion
	Suriname, Paramaribo

Near East/South Asia

Afghanistan, Kabul	Bangladesh, Dhaka
Bahrain, Manama	Jordan, Amman

Lebanon, Beirut
Nepal, Kathmandu
Oman, Muscat
Qatar, Doha

Sri Lanka, Colombo
Syria, Damascus
Tunisia, Tunis
Yemen Arab Republic, Sanaa

East Asia and the Pacific

Brunei, Bandar Seri Begawan
Burma, Rangoon
Federated States of Micronesia,
Kolonias
Fiji, Suva
Laos, Vientiane

Mongolia, Ulaanbaatar
Papua New Guinea, Port Moresby
Rep. of Marshall Islands, Majuro
Solomon Islands, Honiara
Palau, Koror
Western Samoa, Apia

Europe

Bermuda, Hamilton
Cyprus, Nicosia
Iceland, Reykjavik

Luxembourg, Luxembourg
Malta, Valletta

Section E

- **Other Department of State and Government
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Mail To: Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954

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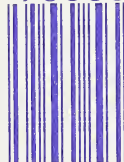


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